



***Presentation on Personal Grooming,  
including Behavioral, Interpersonal and Soft  
Skills***

***Karachi Tax Bar Association  
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# *Personal Grooming*



A large, semi-transparent, blurred image of a hand holding a comb, positioned behind the main text.

## ***What is Personal Grooming?***

# *Personal Grooming*



How people learn?



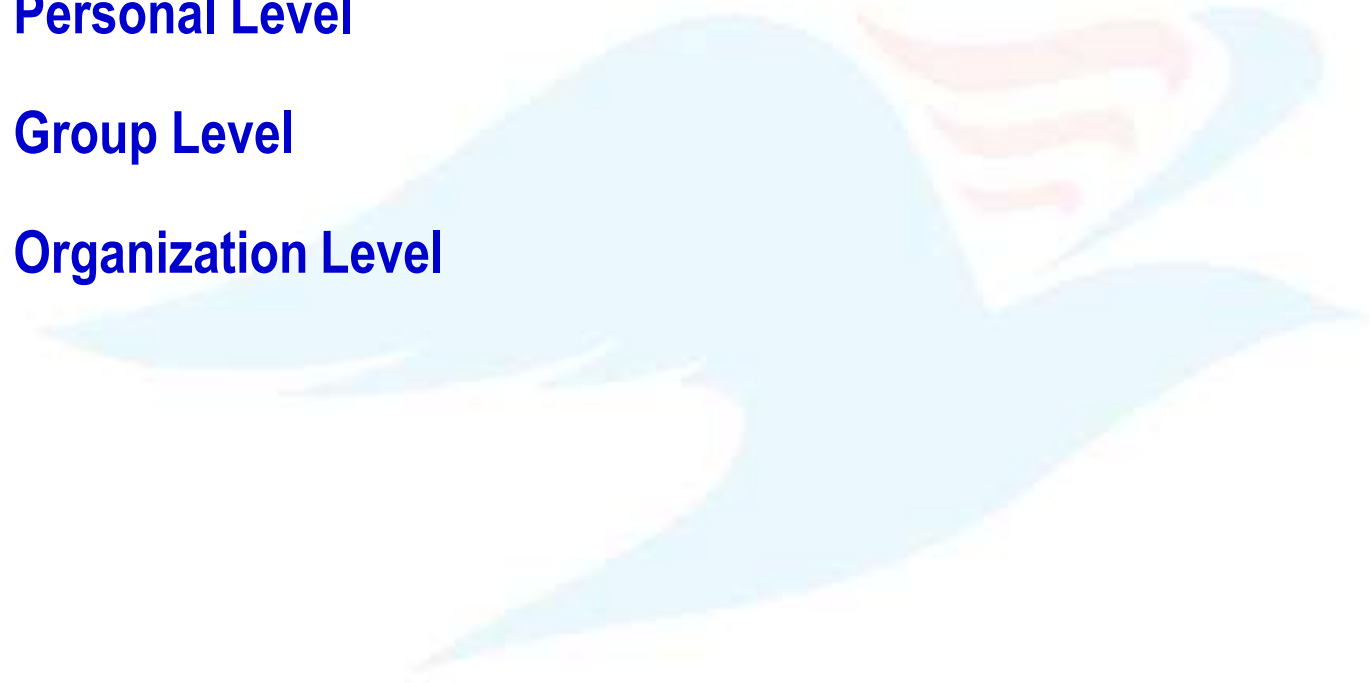
# *Grooming Levels*



**Personal Level**

**Group Level**

**Organization Level**



# *Importance of Personal Grooming*



**Why personal grooming is important?**

**For positive self-image, and**

**to encourage and assist to maintain**

**pleasing and attractive appearance**

# *Personal Grooming*



**Clean hair and styled appropriately**



# *Personal Grooming*

(Contd...)



**Clean hair and styled appropriately**

**Clean nails, skin and teeth**



# *Personal Grooming*

(Contd...)



**Clean hair and styled appropriately**

**Clean nails, skin and teeth**

**Dress, and**



# ***Personal Grooming***

*(Contd...)*



**Clean hair and styled appropriately**

**Clean nails, skin and teeth**

**Dress, and**

**Women wear make-up  
(depends on field)**

# *People Perceptions from Groomed Appearance*



**Professionalism**

**Level of sophistication**

**Intelligence**

**Credibility or Reliability, and**

**Respect**

A large, faint, light blue graphic is centered on the slide. It appears to be a stylized, abstract shape that could represent a hand or a wing, with a pink and yellow striped section in the upper right. The graphic is semi-transparent and serves as a background for the title text.

## ***Behavioral and Interpersonal Skills***

# *Interpersonal Communication*



*is an art rather than a science*



## *Nine Behavioral Skills*



1. **Eye communication**
2. **Posture and movement**
3. **Gestures and facial expressions**
4. **Dress and appearance**
5. **Voice and vocal variety**
6. **Language and pauses**
7. **Listener involvement**
8. **Humor**
9. **Natural self**

# *Eye Communication*



**Look sincerely with other person**

**Intimacy, Intimidation and Involvement**



# *Eye Communication*

(Contd...)



**Look sincerely with other person**

**Intimacy, Intimidation and Involvement**

**Five seconds for more effectiveness**



# *Eye Communication*

(Contd...)



**Look sincerely with other person**

**Intimacy, Intimidation and Involvement**

**Five seconds for more effectiveness**

**Beware of an eye dart**

# *Eye Communication*

(Contd...)



**Look sincerely with other person**

**Intimacy, Intimidation and Involvement**

**Five seconds for more effectiveness**

**Beware of an eye dart**

**Beware of slow-blink, and**

# ***Eye Communication***

*(Contd...)*



**Look sincerely with other person**

**Intimacy, Intimidation and Involvement**

**Five seconds for more effectiveness**

**Beware of an eye dart**

**Beware of slow-Blink, and**

**Look on the nose bridge right in the middle of the eyes**

# *Posture and Movement*



**Stand tall**



# *Posture and Movement*

(Contd...)



**Stand tall**

**Watch lower body**



# *Posture and Movement*

(Contd...)



**Stand tall**

**Watch lower body**

**Use the “Ready” position**



# *Posture and Movement*

(Contd...)

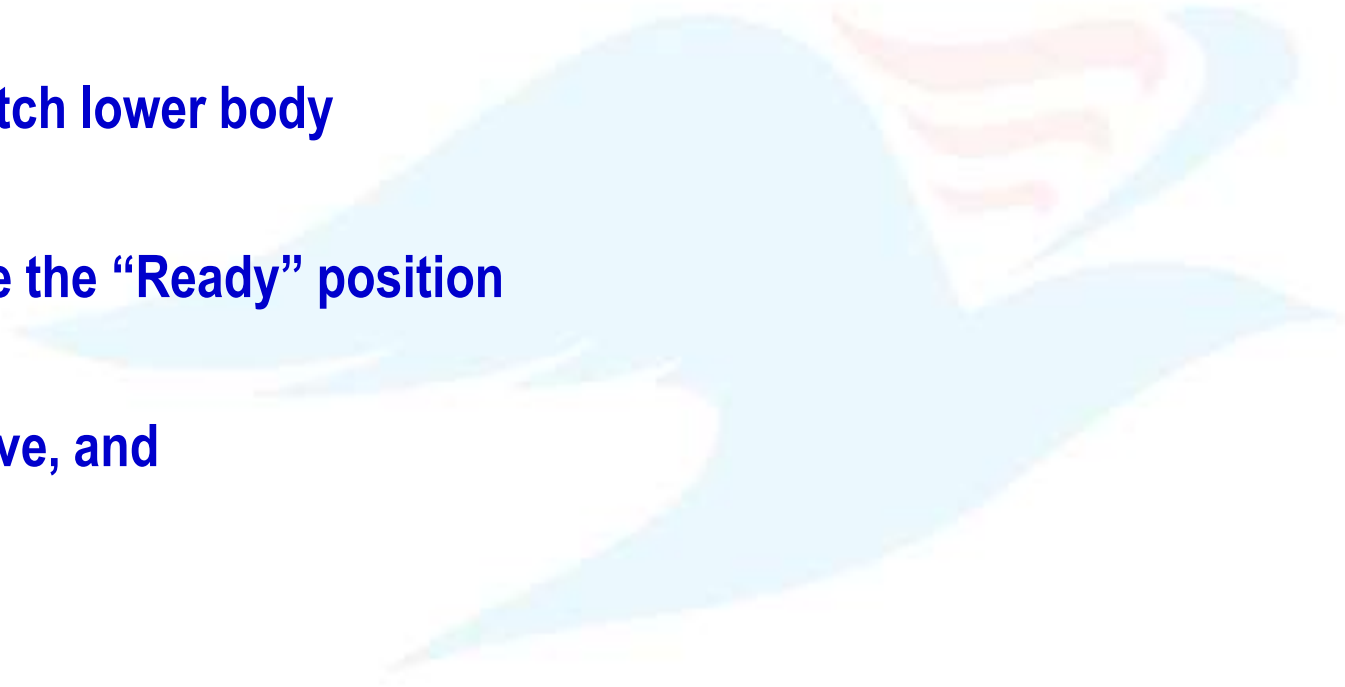


**Stand tall**

**Watch lower body**

**Use the “Ready” position**

**Move, and**



# *Posture and Movement*

(Contd...)



**Stand tall**

**Watch lower body**

**Use the “Ready” position**

**Move, and**

**Use your own style**



# *Gestures and Facial Expressions*



**Learn to be relaxed and natural when you speak**

**Find out own habit  
(Flaws)**



# *Gestures and Facial Expressions*

(Contd...)



**Learn to be relaxed and natural when you speak**

**Find out own habit**

**Find out own nervous gestures**

# *Gestures and Facial Expressions*

(Contd...)



**Learn to be relaxed and natural when you speak**

**Find out own habit**

**Find out own nervous gestures**

**Do not over-exaggerate**

# *Gestures and Facial Expressions*

(Contd...)



**Learn to be relaxed and natural when you speak**

**Find out own habit**

**Find out own nervous gestures**

**Do not over-exaggerate**

**Smile, and**

# *Gestures and Facial Expressions*

(Contd...)



**Learn to be relaxed and natural when you speak**

**Find out own habit**

**Find out own nervous gestures**

**Do not over-exaggerate**

**Smile, and**

**Remember personality factor**

**(Buy idea)**

# *Dress and Appearance*



**Be appropriate**



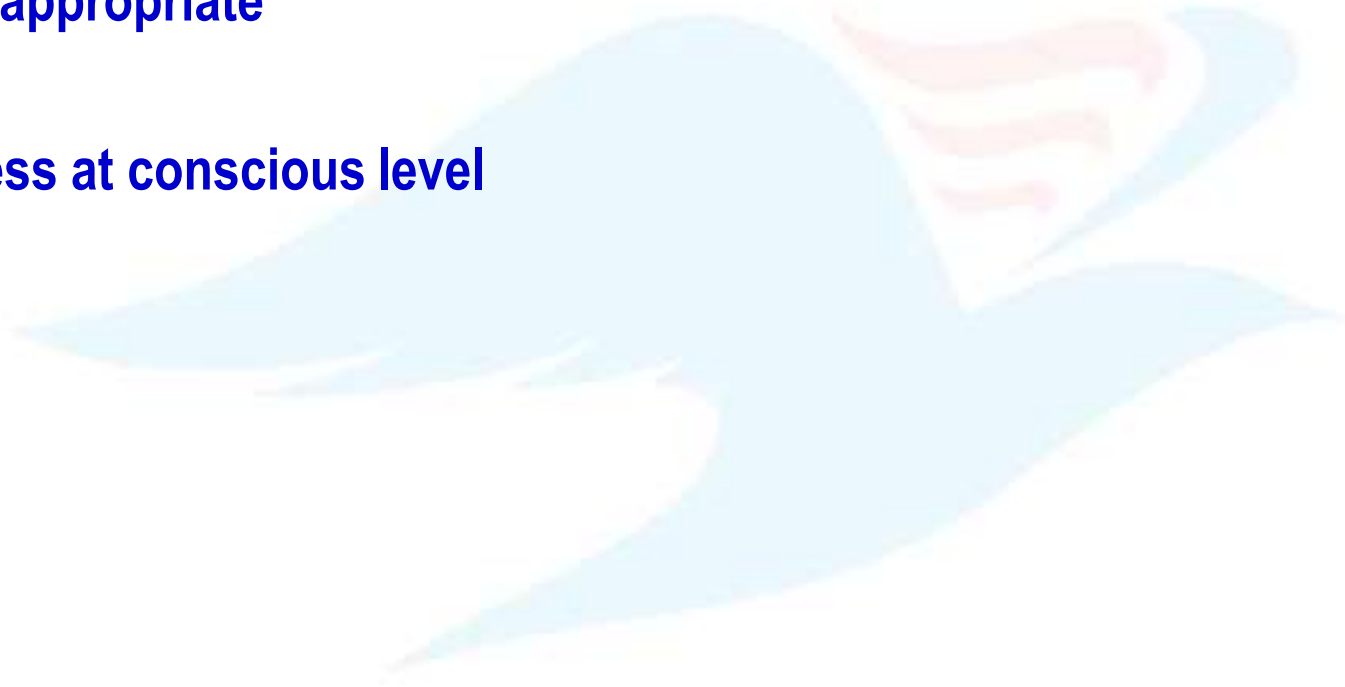
# *Dress and Appearance*

(Contd...)



**Be appropriate**

**Dress at conscious level**



# *Dress and Appearance*

(Contd...)



**Be appropriate**

**Dress at conscious level**

**Dressing means a lot to audience**



# *Dress and Appearance*

(Contd...)



**Be appropriate**

**Dress at conscious level**

**Dressing means a lot to audience**

**Pick few people to know well**

# *Dress and Appearance*

(Contd...)



**Be appropriate**

**Dress at conscious level**

**Dressing means a lot to audience**

**Pick few people to know well**

**Nobody will tell you, and**

# *Dress and Appearance*

(Contd...)



**Be appropriate**

**Dress at conscious level**

**Dressing means a lot to audience**

**Pick few people to know well**

**Nobody will tell you, and**

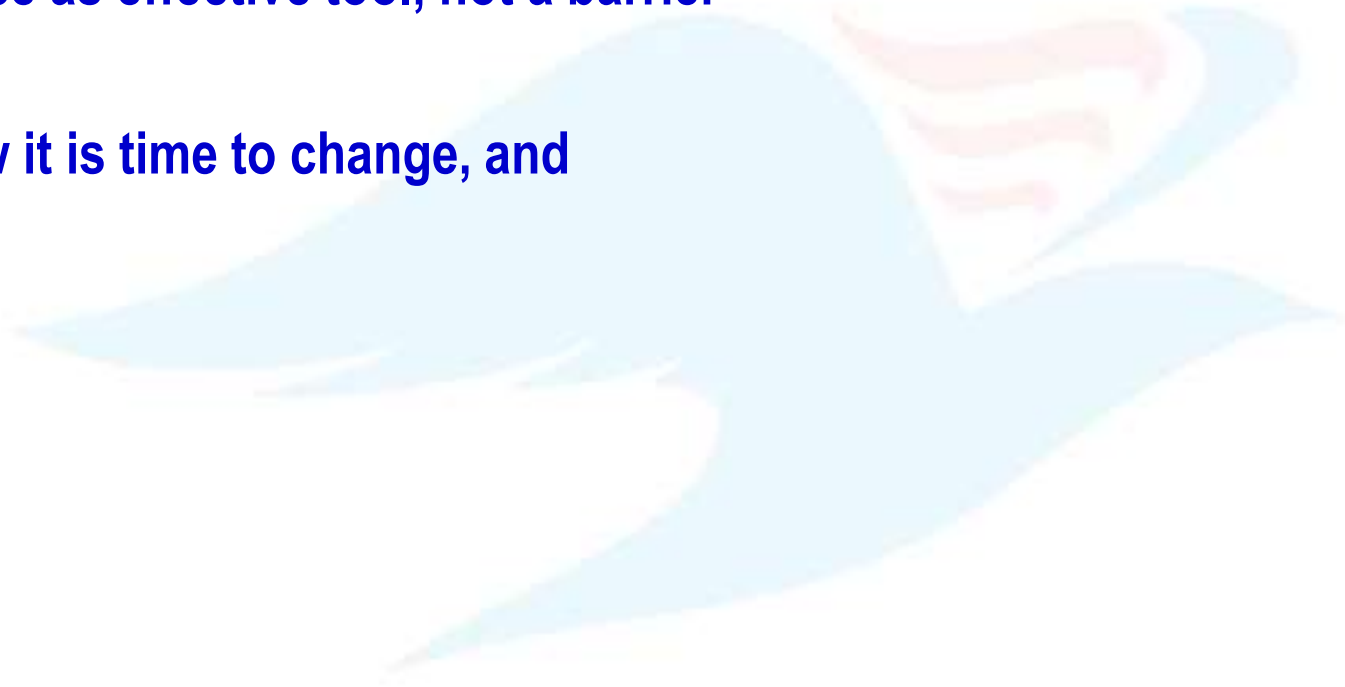
**Pick new outfit, try a new look**

## *Voice and Vocal Variety*



**Use voice as effective tool, not a barrier**

**Now it is time to change, and**



# *Voice and Vocal Variety*

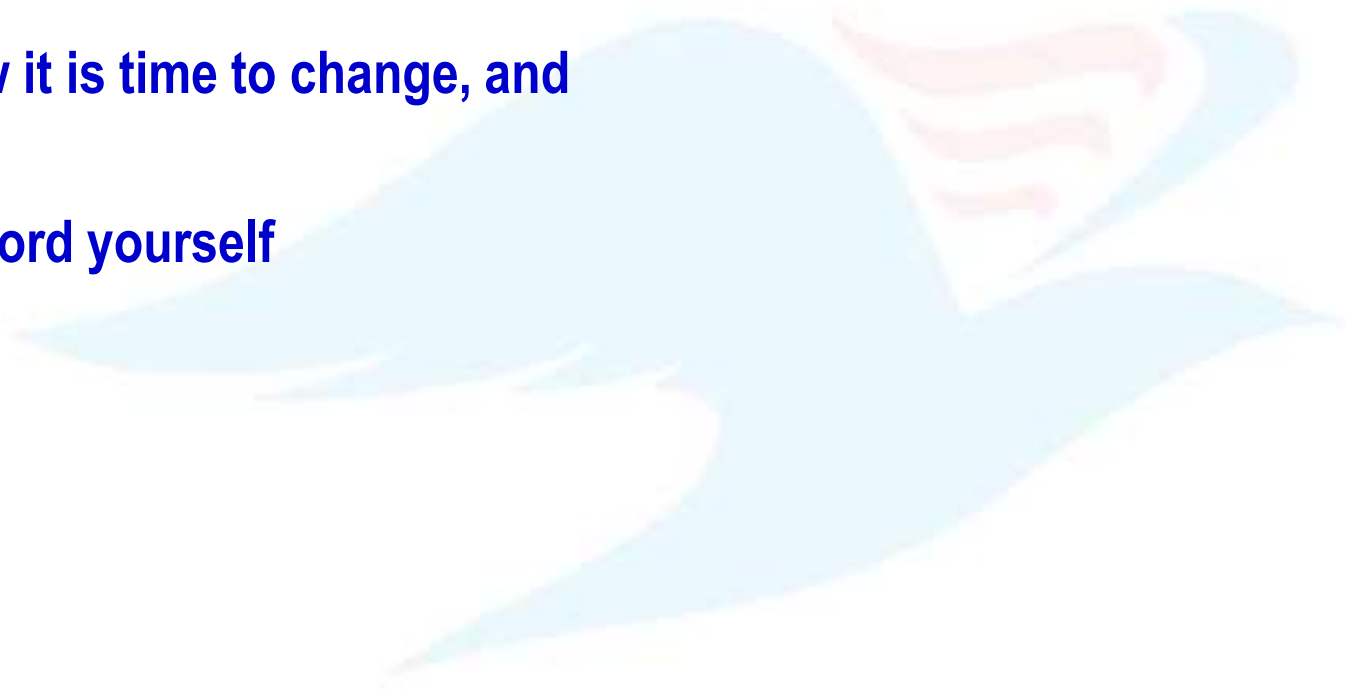
(Contd...)



**Use voice as effective tool, not a barrier**

**Now it is time to change, and**

**Record yourself**



# *Voice and Vocal Variety*

(Contd...)



**A single change in variation may change the meaning**

**Example:**

**I was born in Pakistan**

# Voice and Vocal Variety

(Contd...)



A single change in variation may change the meaning

Example:

I was born in Pakistan

- You were born somewhere else

I **was** born in Pakistan

- How dare you imply that I wasn't?

I was **born** in Pakistan

- I'm a native – not a newcomer

I was born **in** Pakistan

- Not outside Pakistan

I was born in **Pakistan**

- Not in New Zealand

# *Language and Pauses*



**Use appropriate and clear language with planned pauses**

**Use direct language**

- **I will try to submit the progress report this afternoon, OK?**
- **I will submit the progress report before 4PM today, is that alright with you?**



# *Language and Pauses*

(Contd...)



**Use appropriate and clear language with planned pauses**

**Use direct language**

**Vocabulary increases with use**

# *Language and Pauses*

(Contd...)



**Use appropriate and clear language with planned pauses**

**Use direct language**

**Vocabulary increases with use**

**Beware of Jargon, and**

# *Language and Pauses*

(Contd...)



**Use appropriate and clear language with planned pauses**

**Use direct language**

**Vocabulary increases with use**

**Beware of Jargon, and**

**Pause- an important tool**

# *Listener Involvement*



**Maintain active interest**



# *Listener Involvement*

(Contd...)



**Maintain active interest**  
**Involve each person**



# *Listener Involvement*

(Contd...)



**Maintain active interest**

**Involve each person**

**Enhance your style**



# *Listener Involvement*

(Contd...)



- Maintain active interest**
- Involve each person**
- Enhance your style**
- Engage in interaction, and**

# *Listener Involvement*

(Contd...)



- Maintain active interest**
- Involve each person**
- Enhance your style**
- Engage in interaction, and**
- Plan contents ahead**



# *Humor*

**Create a bond with listeners**

**Enable them to enjoy listening**

**Don't tell jokes**

**Do tell stories, and**

**Be aware of feedback**

# *Natural Self*



**Be authentic**

**Understand your strength**

**Convert your weaknesses into assets**

**Learn like a juggler, and**

**Communication is a lifelong process**

A large, faint, light blue graphic of a hand with fingers spread, serving as a background for the title text.

# ***Soft Skills***

## ***What are Soft Skills?***

***Wikipedia defines soft skill as  
cluster of:***

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• <b>Personality traits</b></li><li>• <b>Social graces</b></li><li>• <b>Communication</b></li><li>• <b>Language</b></li></ul> | <ul style="list-style-type: none"><li>• <b>Personal habits</b></li><li>• <b>Friendliness,<br/>and</b></li><li>• <b>Optimism</b></li></ul> |
|---|---|

**that characterize relationships with other people**

# What are Soft Skills?

(Contd...)



**MindTools defines soft skill as**

**Work ethic**

**Attitude**

**Communication**

**Emotional intelligence, and**

**A whole host of other personal attributes**

# Wikipedia

(Contd...)



- Personality traits
- Social graces
- **Communication**
- Language

- Personal habits
- Friendliness,  
and
- Optimism

## MindTools

Work ethic

Attitude

**Communication**

Emotional intelligence, and

A whole host of other personal attributes

# Soft Skills

(Contd...)



- ❖ **Self Motivation Skills**
- ❖ **Interaction Skills**
- ❖ **Development of Personal Traits**

A large, faint, stylized graphic of a bird in flight, possibly a dove, with its wings spread. The bird is rendered in light blue and white tones, with a hint of pink and yellow on its body. It is positioned behind the main title text.

# ***Self Motivation Skills***



*(Contd...)*

## 1. Growth Mindset



*(Contd...)*

- 1. Growth Mindset**
- 2. Self-awareness**



*(Contd...)*

1. **Growth Mindset**
2. **Self-awareness**
3. **Emotion Regulation**

*(Contd...)*

1. **Growth Mindset**
2. **Self-awareness**
3. **Emotion Regulation**
4. **Self-Confidence**

*(Contd...)*

1. **Growth Mindset**
  2. **Self-awareness**
  3. **Emotion Regulation**
  4. **Self-Confidence**
  5. **Stress Management**
- 
- A faint, light blue background image showing a hand holding a paper airplane, symbolizing growth and forward movement.

*(Contd...)*

1. **Growth Mindset**
2. **Self-awareness**
3. **Emotion Regulation**
4. **Self-Confidence**
5. **Stress Management**
6. **Resilience**

*(Contd...)*

1. **Growth Mindset**
2. **Self-awareness**
3. **Emotion Regulation**
4. **Self-Confidence**
5. **Stress Management**
6. **Resilience**
7. **Skills to Forgive and Forget**

*(Contd...)*

1. **Growth Mindset**
2. **Self-awareness**
3. **Emotion Regulation**
4. **Self-Confidence**
5. **Stress Management**
6. **Resilience**
7. **Skills to Forgive and Forget**
8. **Persistence and Preservance**



*(Contd...)*

1. **Growth Mindset**
2. **Self-awareness**
3. **Emotion Regulation**
4. **Self-Confidence**
5. **Stress Management**
6. **Resilience**
7. **Skills to Forgive and Forget**
8. **Persistence and Preservance**
9. **Patience, and**

*(Contd...)*

1. **Growth Mindset**
2. **Self-awareness**
3. **Emotion Regulation**
4. **Self-Confidence**
5. **Stress Management**
6. **Resilience**
7. **Skills to Forgive and Forget**
8. **Persistence and Preservance**
9. **Patience, and**
10. **Perception**

A large, stylized graphic of a bird in flight, rendered in light blue and white, with a hint of red and yellow on its wings, positioned behind the title text.

# ***Interaction Skills***



*(Contd...)*

## 11. Communication Skills



*(Contd...)*

**11. Communication Skills**

**12. Teamwork Skills**



*(Contd...)*

**11. Communication Skills**

**12. Teamwork Skills**

**13. Interpersonal Skills**



*(Contd...)*

**11. Communication Skills**

**12. Teamwork Skills**

**13. Interpersonal Skills**

**14. Presentation Skills**

*(Contd...)*

**11. Communication Skills**

**12. Teamwork Skills**

**13. Interpersonal Skills**

**14. Presentation Skills**

**15. Meeting Management Skills**



*(Contd...)*

- 11. Communication Skills**
- 12. Teamwork Skills**
- 13. Interpersonal Skills**
- 14. Presentation Skills**
- 15. Meeting Management Skills**
- 16. Facilitating Skills**


*(Contd...)*

- 11. Communication Skills**
- 12. Teamwork Skills**
- 13. Interpersonal Skills**
- 14. Presentation Skills**
- 15. Meeting Management Skills**
- 16. Facilitating Skills**
- 17. Selling Skills**


*(Contd...)*

- 11. Communication Skills**
- 12. Teamwork Skills**
- 13. Interpersonal Skills**
- 14. Presentation Skills**
- 15. Meeting Management Skills**
- 16. Facilitating Skills**
- 17. Selling Skills**
- 18. Management Skills**

*(Contd...)*

- 
- A faint, light blue background image of a hand holding a document, positioned behind the list of skills.
- 11. Communication Skills**
  - 12. Teamwork Skills**
  - 13. Interpersonal Skills**
  - 14. Presentation Skills**
  - 15. Meeting Management Skills**
  - 16. Facilitating Skills**
  - 17. Selling Skills**
  - 18. Management Skills**
  - 19. Leadership Skills, and**

*(Contd...)*

- 
- A faint, light blue background image of a hand holding a document, positioned behind the list of skills.
- 11. Communication Skills**
  - 12. Teamwork Skills**
  - 13. Interpersonal Skills**
  - 14. Presentation Skills**
  - 15. Meeting Management Skills**
  - 16. Facilitating Skills**
  - 17. Selling Skills**
  - 18. Management Skills**
  - 19. Leadership Skills, and**
  - 20. Mentoring / Coaching Skills**

A large, stylized graphic of a bird in flight, rendered in light blue and white, with a hint of pink and orange in its wings, positioned behind the title text.

# ***Development of Personal Traits***

(Contd...)

## 21. Managing Upwards



*(Contd...)*

**21. Managing Upwards**

**22. Self-promotion Skills**





*(Contd...)*

**21. Managing Upwards**

**22. Self-promotion Skills**

**23. Skills in Dealing with Difficult Personalities**

*(Contd...)*

**21. Managing Upwards**

**22. Self-promotion Skills**

**23. Skills in Dealing with Difficult Personalities**

**24. Skills in Dealing with Difficult/Unexpected Situations**

*(Contd...)*

**21. Managing Upwards**

**22. Self-promotion Skills**

**23. Skills in Dealing with Difficult Personalities**

**24. Skills in Dealing with Difficult/Unexpected Situations**

**25. Ability to Handle Office Politics**

*(Contd...)*

**21. Managing Upwards**

**22. Self-promotion Skills**

**23. Skills in Dealing with Difficult Personalities**

**24. Skills in Dealing with Difficult/Unexpected Situations**

**25. Ability to Handle Office Politics**

**26. Influence / Persuasion Skills**

*(Contd...)*

- 21. Managing Upwards**
- 22. Self-promotion Skills**
- 23. Skills in Dealing with Difficult Personalities**
- 24. Skills in Dealing with Difficult/Unexpected Situations**
- 25. Ability to Handle Office Politics**
- 26. Influence / Persuasion Skills**
- 27. Negotiation Skills, and**

- 21. Managing Upwards**
- 22. Self-promotion Skills**
- 23. Skills in Dealing with Difficult Personalities**
- 24. Skills in Dealing with Difficult/Unexpected Situations**
- 25. Ability to Handle Office Politics**
- 26. Influence / Persuasion Skills**
- 27. Negotiation Skills, and**
- 28. Networking Skills**

## *Take Home*



- ❑ **Soft Skills list is daunting one**
- ❑ **Don't worry if you don't have all of them**
- ❑ **Most of us don't**
- ❑ **Important thing is to**
  - ❖ **understand why soft skills are important to**
    - ❖ **your career success**
  - ❖ **ask yourself**
    - ❖ **what soft skills do you already possess, and**
    - ❖ **which ones do you want to develop next**

***Any Questions***





***Thank You  
for Your  
Time and Participation***

